



1

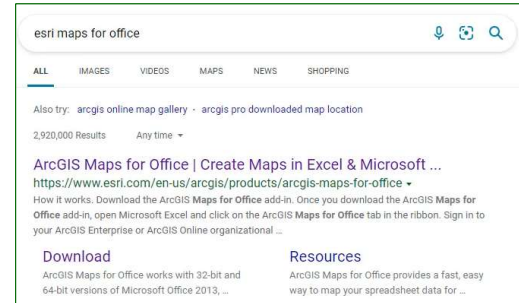
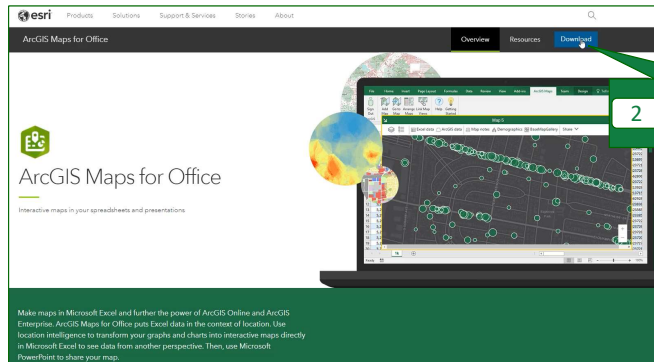
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# Agenda

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# 1. Installing Maps for Office

- 1 Do a search for "Esri Maps for Office" and open the <https://www.esri.com/en-us/arcgis/products/arcgis-maps-for-office> page



2 Click on Download

3

# 1. Installing Maps for Office

- 3 Pick the right version (32 Bit or 64 Bit)
- 4 If you are not sure about your version, click on "Find out which bit version you have and then click on [Open About settings](#)
- 5 Click "No" for the "Is this for an ArcGIS Enterprise Implementation?"
- 6 Complete the form with your name, etc. and then click Submit

**Download**

Complete the form below to download the version you need. If the form does not submit, try disabling the ad blockers in your browser. For full system requirements, see the [help page](#).

Microsoft Office Bit Version  
64 Bit

Not sure? Find out which bit version you have

Is this for an ArcGIS Enterprise implementation?

☐ Yes  
☒ No

Language

First Name  
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wilma.robertson@its.idaho.gov

Company  
State of Idaho

Industry  
GIS and IT

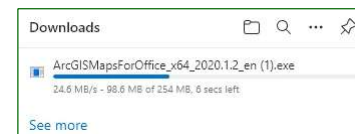
By submitting this form, you confirm that you have read and agree to Esri's [Privacy Statements](#).

[Submit](#)

4

## 1. Installing Maps for Office

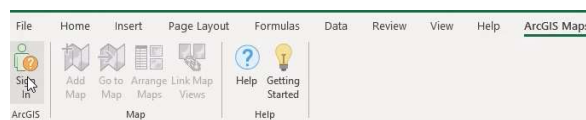
- 7 Click on the ArcGIS Maps for Office link to download the installation file
- 8 Double click on the .exe to install Maps for Office. Note that this requires administrative privileges, so you may need to ask your IT department to help you install the app.



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## 2. What Are Maps for Office?

- Interactive Maps in PowerPoint
- Easy way to make and share maps in Excel
- Similar products to Maps for Office:
  - Maps for SharePoint
  - Maps for PowerBI
  - Maps for Teams



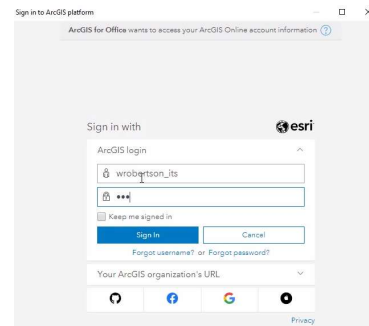
6

### 3. Maps for PowerPoint

- 1 Fire up PowerPoint and open a blank presentation
- 2 Select everything that is already on the slide and delete it
- 3 Click on the ArcGIS Maps in the menu along the top



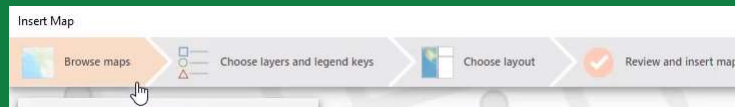
- 4 Click on Sign In and sign into your ArcGIS Online Creator Account



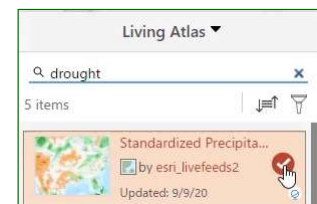
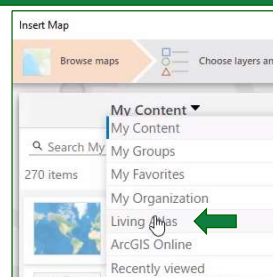
7

### 3. Maps for PowerPoint

Adding an interactive map is a four-step process:




- 5 Click on Add Map
- 6 Click on My Content and then pick "Living Atlas"
- 7 Do a search for "drought" and then click the red checkmark for the Standardized Precipitation map



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### 3. Maps for PowerPoint

- 8 Click  (note: if "Next" is greyed out, wait a little while. Sometimes it takes up to a minute to become "clickable")

- 9 Note that we are now on step 2



- 10 Click the + to add the legend for the 3-month observations

- 11 Click Next

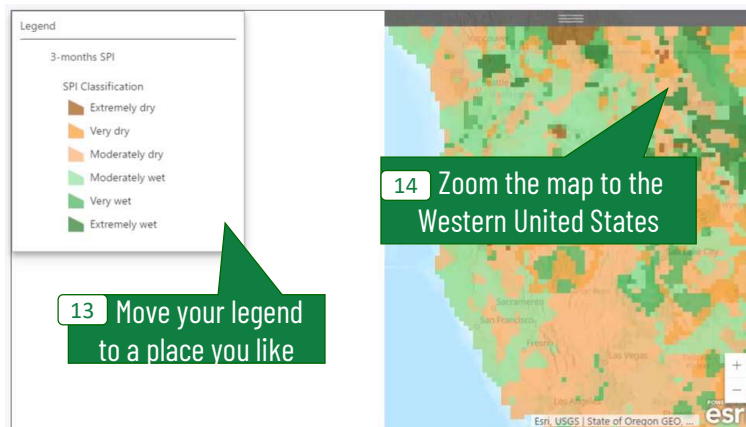
9

### 3. Maps for PowerPoint

- 12 Note that we are now on step 4

Preview slide

Drag to position the legend or zoom and pan to change the map extent



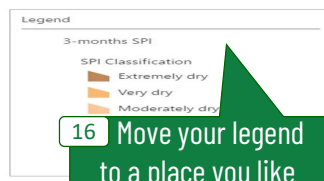
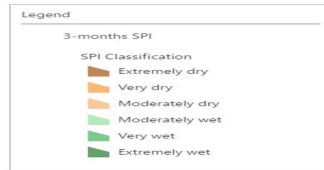
- 13 Move your legend to a place you like

- 14 Zoom the map to the Western United States

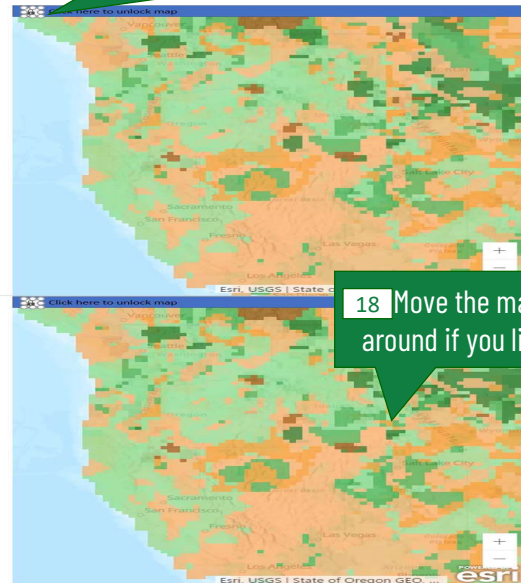
- 15 Click Insert Map

10

### 3. Maps for PowerPoint



17 This is the lock that allows you to toggle between static and interactive map



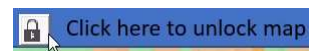
11

### 3. Maps for PowerPoint

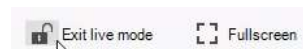
19 Try out your slide by clicking on "Start from Beginning"



20 Click on the lock on top of the map




21 Zoom and pan around to try it out. Try clicking on Fullscreen. When you are done, click on "Exit live mode"



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## 4. Maps for Excel: Geocoding



- 1** Open Microsoft Excel and click on Sign In
  - Different ways to **Geocode** or **Geo-reference Data**
- 2** Look through the three worksheets in the Exercise Data.xls
  - COVID March 21 sheet has State Names
  - Hospitals in Idaho have full addresses
  - Idaho Temperatures has coordinates expressed in Decimal Degrees Latitude and Longitude

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## 4. Maps for Excel: Geocoding

- 3** Make sure the Exercise Data.xlsx spreadsheet is saved to your computer
- 4** Go to the Hospitals in Idaho worksheet. To make sure that all addresses are geocoded in Idaho it is a good precaution to add a "State" column.
- 5** Right-click on the "D" and click on Insert
- 6** Type "State" in cell D1 as the Column Header
- 7** Type "Idaho" in cell D2, and copy into all rows with hospital data

Name	Address	City	Staff
Boise VA Medical Center	500 West Fort Street	Boise	
Eastern Idaho Regional Medical Center	3100 Channing Way	Idaho Falls	
Grove Creek Medical Center	350 North Meridian Street	Blackfoot	
Idaho Falls Community Hospital	2327 Coronado Street	Idaho Falls	
Kootenai Health	003 Kootenai Health Way	Coeur d'Alene	
Madison Memorial Hospital	450 East Main	Rexburg	
Mountain View Hospital	2325 Coronado Street	Idaho Falls	
Northwest Specialty Hospital	1593 Polston Avenue	Post Falls	
Portneuf Medical Center	777 Hospital Way	Pocatello	
Saint Alphonsus Medical Center - Nampa	4300 East Flamingo Avenue	Nampa	
Saint Alphonsus Nampa Emergency Room - 12 Ave	1510 12th Avenue Road, Suite	Nampa	
Saint Alphonsus Regional Medical Center	1055 North Curtis Road	Boise	
Saint Joseph Regional Medical Center	415 Sixth Street	Lewiston	
St. Luke's Boise Medical Center	190 East Bannock Street	Boise	
St. Luke's Magic Valley Medical Center	801 Pole Line Road West	Twin Falls	
St. Luke's Meridian Medical Center	520 South Eagle Road	Meridian	
St. Luke's Nampa Medical Center	9850 West St. Luke's Drive	Nampa	
Treasure Valley Hospital	8800 West Emerald Street	Boise	
West Valley Medical Center	1717 Arlington Avenue	Caldwell	

Name	Address	City	State	Staffed Beds
Boise VA Medical Center	500 West Fort Street	Boise	Idaho	0
Eastern Idaho Regional Medical Center	3100 Channing Way	Idaho Falls	Idaho	246
Grove Creek Medical Center	350 North Meridian Street	Blackfoot	Idaho	0
Idaho Falls Community Hospital	2327 Coronado Street	Idaho Falls	Idaho	34
Kootenai Health	003 Kootenai Health Way	Coeur d'Alene	Idaho	297
Madison Memorial Hospital	450 East Main	Rexburg	Idaho	67
Mountain View Hospital	2325 Coronado Street	Idaho Falls	Idaho	41
Northwest Specialty Hospital	1593 Polston Avenue	Post Falls	Idaho	0
Portneuf Medical Center	777 Hospital Way	Pocatello	Idaho	165
Saint Alphonsus Medical Center - Nampa	4300 East Flamingo Avenue	Nampa	Idaho	96
Saint Alphonsus Nampa Emergency Room - 12 Ave	1510 12th Avenue Road, Suite	Nampa	Idaho	8
Saint Alphonsus Regional Medical Center	1055 North Curtis Road	Boise	Idaho	378
Saint Joseph Regional Medical Center	415 Sixth Street	Lewiston	Idaho	150
St. Luke's Boise Medical Center	190 East Bannock Street	Boise	Idaho	578
St. Luke's Magic Valley Medical Center	801 Pole Line Road West	Twin Falls	Idaho	213
St. Luke's Meridian Medical Center	520 South Eagle Road	Meridian	Idaho	0
St. Luke's Nampa Medical Center	9850 West St. Luke's Drive	Nampa	Idaho	81
Treasure Valley Hospital	8800 West Emerald Street	Boise	Idaho	9
West Valley Medical Center	1717 Arlington Avenue	Caldwell	Idaho	112

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## 4. Maps for Excel: Geocoding

3 Click on ArcGIS Maps along the Top Menu and then click on Add Map

4 The dialog box indicates it prefers to use a Table in MS Excel. Move the map to the right so you can see your entire table

6 Go to the Insert menu

7 Click on Table

5 Select all the rows and columns that have data

Name	Address	City	State	Staffed Beds
Boise Medical Center	500 West Fort Street	Boise	Idaho	0
Idaho Falls Medical Center	3100 Channing Way	Idaho Falls	Idaho	246
Blackfoot Medical Center	350 North Meridian Street	Blackfoot	Idaho	0
Idaho Falls Medical Center	2327 Coronado Street	Idaho Falls	Idaho	0
Coeur d'Alene Medical Center	003 Kootenai Health Way	Coeur d'Alene	Idaho	297
Madison Memorial Hospital	450 East Main	Madison	Idaho	67
Mountain View Hospital	2325 Coronado Street	Idaho Falls	Idaho	41
Northwest Specialty Hospital	1593 Polston Avenue	Post Falls	Idaho	34
Portneuf Medical Center	777 Hospital Way	Pocatello	Idaho	165
Saint Alphonsus Medical Center - Nampa	4300 East Flamingo Avenue	Nampa	Idaho	8
Saint Alphonsus Nampa Emergency Room - 12 Ave	1510 12th Avenue Road, Suite	Nampa	Idaho	378
Saint Joseph Regional Medical Center	415 Sixth Street	Lewiston	Idaho	130
St. Luke's Boise Medical Center	190 East Bannock Street	Boise	Idaho	578
St. Luke's Magic Valley Medical Center	801 Pole Line Road West	Twin Falls	Idaho	213
St. Luke's Meridian Medical Center	520 South Eagle Road	Meridian	Idaho	0
St. Luke's Nampa Medical Center	9850 West St. Luke's Drive	Nampa	Idaho	81
Treasure Valley Hospital	8800 West Emerald Drive	Boise	Idaho	9
West Valley Medical Center	1717 Arlington Avenue	Caldwell	Idaho	112

15

## 4. Maps for Excel: Geocoding

8 Click OK to create the table

9 Move the map back to the center of your screen and click on Excel data

11 Click here to specify which columns are part of the address

10 Choose the table you just created as the dataset

Create Table

Where is the data for your table?

\$A\$1:\$E\$20

☒ My table has headers

OK Cancel

Add data from Excel

Match data with location and map style

Dataset

\$A\$1:\$E\$20

Table1

\$A\$1:\$E\$20

Address

Match columns with location type

Map style by column

Staffed Beds

Counts and amounts (size)

Change map theme

Add data

16



## 4. Maps for Excel: Geocoding

**12** Ensure that the correct country is listed

**13** In our table there are different columns for address, city and State

**14** Check to make sure all the columns are lined up properly

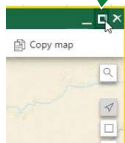
**15** Map will be symbolized by the number of staffed beds

**16** Click Add Data

17

## 5. Maps for Excel: Pick a Basemap

**1** Click here to enlarge map



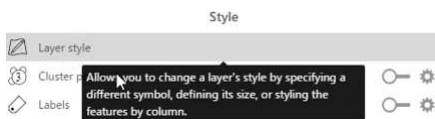
- 2** Click on Basemap along the top of the map
- 3** Pick the Human Geography Map (or any other one you like)
- 4** Click on the X in the corner of the Basemap selector to close the Basemap gallery



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## 6. Maps for Excel: Style your Map

- 1 Open the options for the "Table 1" layer by click on the little gear
- 2 Click on the pencil next to "Table1" to rename the layer to "Hospital Beds in Idaho"
- 3 Turn on the Cluster Points and zoom and pan around the map to see the effect
- 4 Turn the Cluster Points back off after experimenting with it



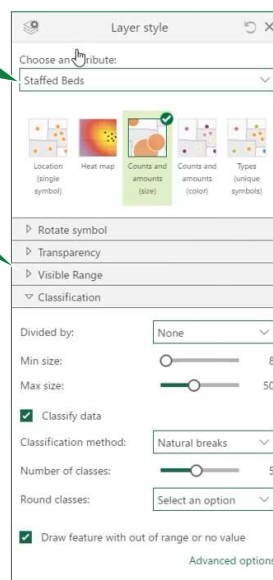
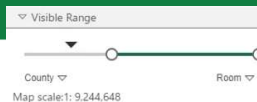
- 5 Click on Layer Style in the Style Group

19

## 6. Maps for Excel: Style your Map

- 6 This setting states that the size of the dots are determined by the number of staffed beds

- 8 Experiment with the Visibility Range



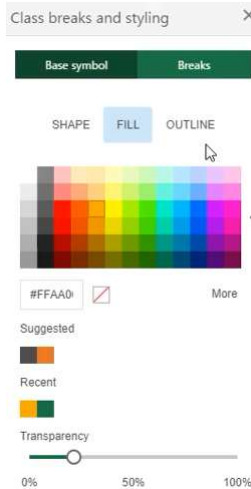
- 7 Set the transparency to 25 (just a little transparent)

- 9 Change the "Max Size" to 20. Does that make the map better? Change back to 50 if you think that it does not

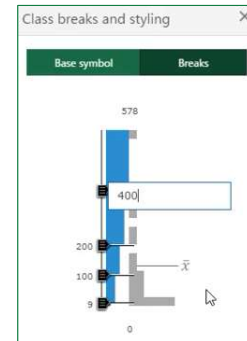
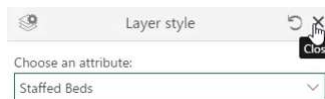
- 10 Click on Advanced Options

20

## 6. Maps for Excel: Style your Map



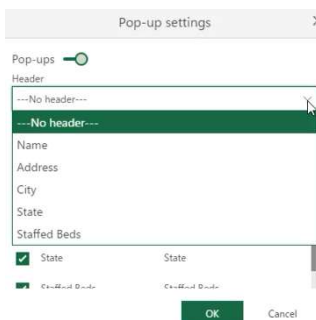
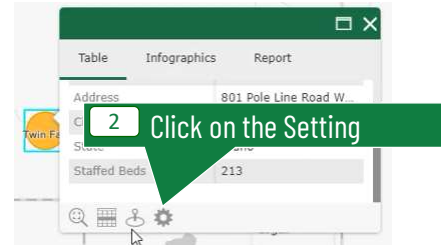
- 11 Start by clicking on base symbol. We will change the green symbols to an orange one, with a darker orange outline. Click on FILL and then click on one of the orange squares. Set the transparency to about 25%
- 12 Click on OUTLINE and click on a darker shade of orange. Set the transparency to 0%
- 13 Click on **Breaks**
- 14 Change the intervals to round numbers
  - 400
  - 200
  - 100
- 15 Click on the X to close the style properties:



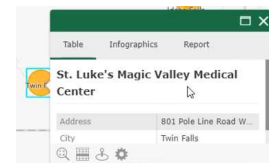
21

## 7. Maps for Excel: Pop-Ups

- 1 Click on a hospital on your map to display the Pop-Up



- 3 Set the Header to show the Name
- 4 Scroll down and turn off all fields, except for the Address and City
- 5 Click OK
- 6 Test out the updated Pop-Up:
- 7 Click on Infographics and Report to see the type of information available to you

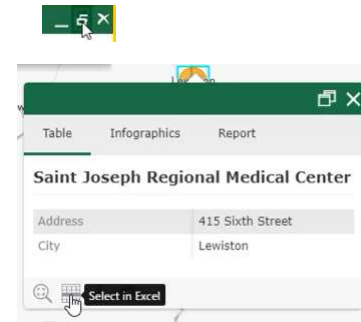


22

## 7. Maps for Excel: Pop-Ups

- 8 Click in the top-right corner of your map to resize it so you can see the map and the table side by side
- 9 Click on a Pop-up on the map and then on the "Select in Excel" button at the bottom of the Pop-up.
- 10 Note that the row in the corresponding table has been highlighted:

13	Saint Alphonsus Regional Medical Center	1055 North Curtis Road	Boise
14	Saint Joseph Regional Medical Center	415 Sixth Street	Lewiston
15	St. Luke's Boise Medical Center	190 East Bannock Street	Boise



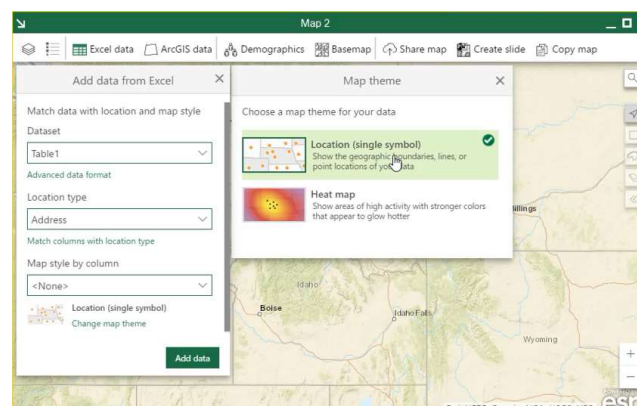
- 11 Edit the name of the highlighted hospital in the table. Does the name in the pop-up also change?
- 12 Close the pop-up and then move the entire map to the bottom-right corner of your screen to make space of a second map

Saint Joseph Regional Medical Center Lewiston

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## 8. Maps for Excel: Multiple Maps

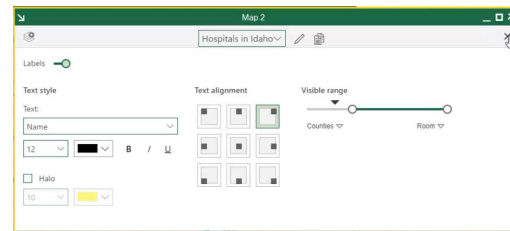
- 1 Click on Add Map
- 2 Use Table 1 again as your dataset
- 3 Use Location Type Address
- 4 Click the dropdown under Map style by column and choose <None>
- 5 Click on Change Map theme, and ensure that you are showing Location (single symbol)
- 6 Click Add Data twice



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## 9. Maps for Excel: Labelling

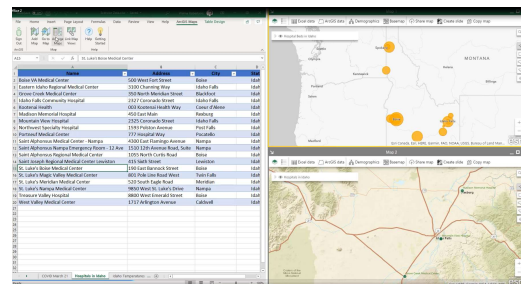
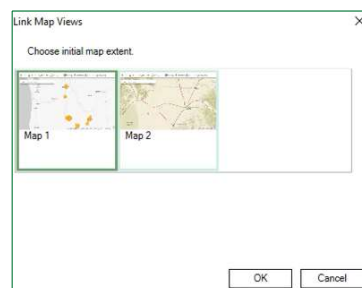
- 1 Click on the Layer Settings for the Table 1 layer
- 2 Rename the layer to "Hospitals in Idaho"
- 3 Turn on the labels  and then click on the gear to configure the labels
- 4 Ensure that the labels show the Text "Name"
- 5 Change the font size to 12
- 6 Change the color to dark green
- 7 Change the visibility range so that the labels are only visible when people zoom in a little tighter
- 8 Click the X in the top-right corner of the labelling dialog (the X on the gray background, not the green one as that will completely close the map)



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## 10. Maps for Excel: Arranging and Linking Multiple Maps

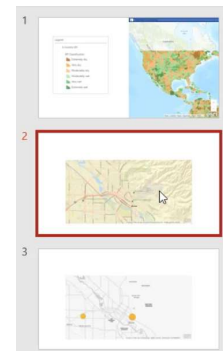
- 1 Save your Excel spreadsheet and then click on 
- 2 Click on Link Map Views
- 3 Highlight Map 1 and click OK
- 4 Play around with your maps to see the effect of linking the maps



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## 11. Maps for Excel: Create Static Slides

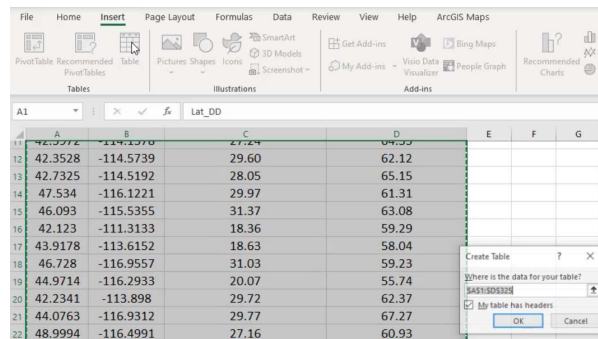
- 1 Save your Excel Workbook
- 2 Click on Create Slide on one of the maps. What happens?
- 3 Click on  Copy map for the other map and paste it in the same PowerPoint slide as step 3
- 4 Minimize both maps, and expand Excel so it takes up your whole screen



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## 12. Maps for Excel: Geocode using Coordinates

- 1 Click on the "Idaho Temperatures" Worksheet
- 2 Select all the row and columns with data in it and click on Insert along the top > Table
- 3 Go back to the ArcGIS Maps menu and click on Add Map



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## 12. Maps for Excel: Geocode using Coordinates

4 Select the table you just created

5 Pick Coordinates

6 Match the latitude and longitude fields

7 Pick the correct geographic coordinate system (WGS 1984 is a good guess)

8 Click Add data twice

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## 13. Maps for Excel: Hot Spot Analysis

1 Configure the new layer you just created

2 Rename the layer to "Mean July Temperatures"

3 Click on and add the same table again. This time symbolize based on Mean January Temperature

4 Rename the new layer to "Mean January Temperatures"

5 Click on Hot Spot Analysis

6 Use the Mean January Temperature

7 Click Run Analysis

Analyze

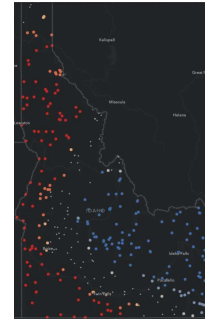
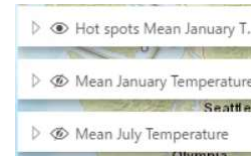
Hot spot analysis

Finds statistically significant clusters of high and low point densities and generates a layer on the map.

30


## 13. Maps for Excel: Hot Spot Analysis

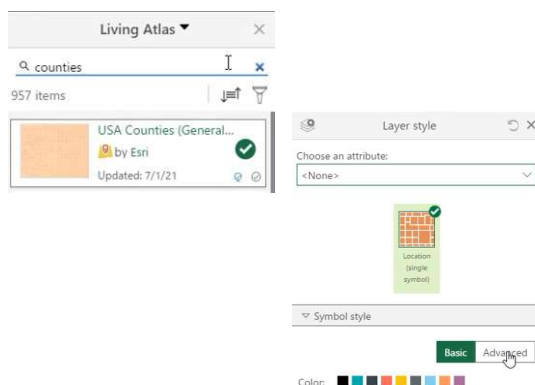
- 8 Close the hot spot analysis dialog box and turn off all layers except for the hot spot results.
- 9 Change the Basemap to Human Geography dark to make the results stand out better
- 10 Click the drop-down next to the layer to view the legend
- 11 Extra Practice: also do a hot spot analysis for July Temperatures
- 12 Save Excel




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## 15. Maps for Excel: Adding Existing Layers to your Map

- 1 Enlarge you map again so it fills up your whole screen and click on 
- 2 Click on the drop-down next to "My Content" and then click on Living Atlas
- 3 Do a search for "Counties" and then add the "US Counties (Generalized)"



- 4 Click the X to the right of "Living Atlas" to close the panel
- 5 Configure the USA Counties layer you just added
- 6 In the Style section click on "Layer Style". Set the attribute to <None> (all counties have the same symbol)
- 7 Click on Advanced and set the FILL to empty (  ) and the OUTLINE to orange

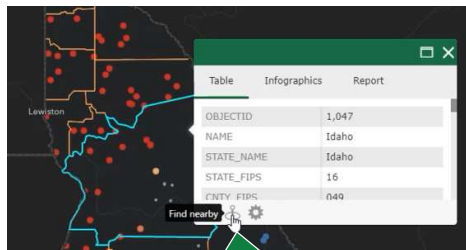
32

## 16. Maps for Excel: Select all Records in a Polygon

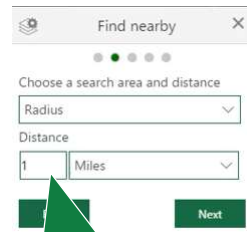
The following steps show you how to select all stations in one county, and add those to a new worksheet

1 Save you Excel spreadsheet

2 Click on a county to open its pop-up

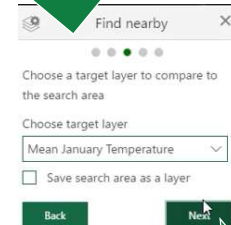


3 Click on the "Find nearby" button



4 Set the distance to 0.1 Miles and then click Next

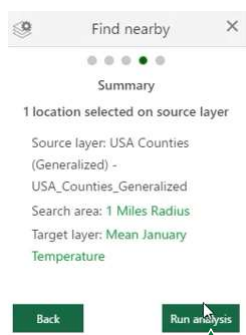
5 Set the target to "Mean January Temperature" layer



6 Click Next

33

## 16. Maps for Excel: Select all Records in a Polygon



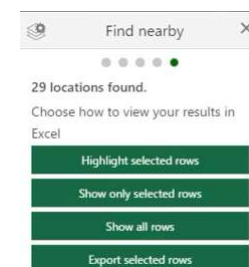
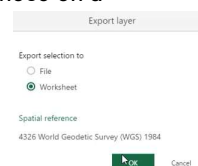
7 Click Run Analysis

8 Make your map smaller so you can see both the map and the Excel table

9 Experiment by clicking on the different options in the dialog shown on the right – including "Export selected rows" and paste those on a different worksheet

10 Clear the selection on your map by clicking on the eraser

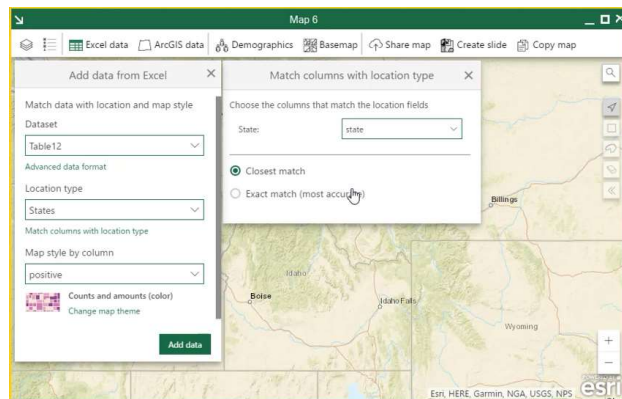
11 Save you Excel spreadsheet



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## 17. Maps for Excel: Geocoding States

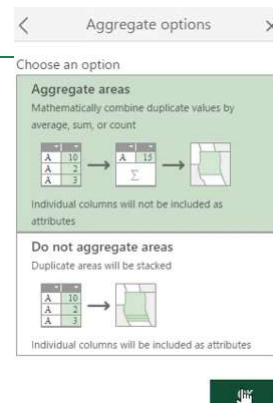
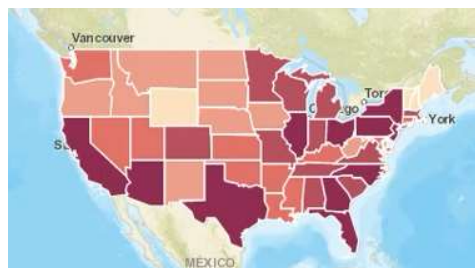
- 1 Save your Excel spreadsheet. Go to the COVID March 21 worksheet in your Excel workbook
- 2 Select all the data and turn them into a table (recall: Insert > Table)
- 3 Click on "Add Map" and match
- 4 Use the new table you just created as your dataset. Locate by States and match the State to "state" column.
- 5 Symbolize based on the number of people that tested positive ("positive")
- 6 Click Add Data



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## 17. Maps for Excel: Geocoding States

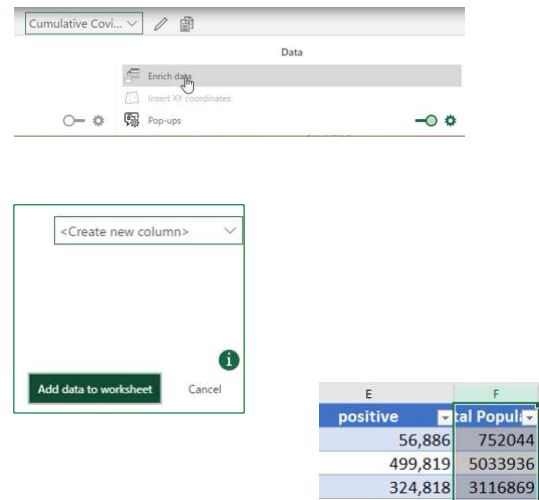
- 7 If there were multiple rows for the same State, then this is where you would specify how to handle that. In our case that is not an issue because each State only appears on one row
- 8 Click OK, and then Add Data



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## 18. Maps for Excel: Add Demographic Information

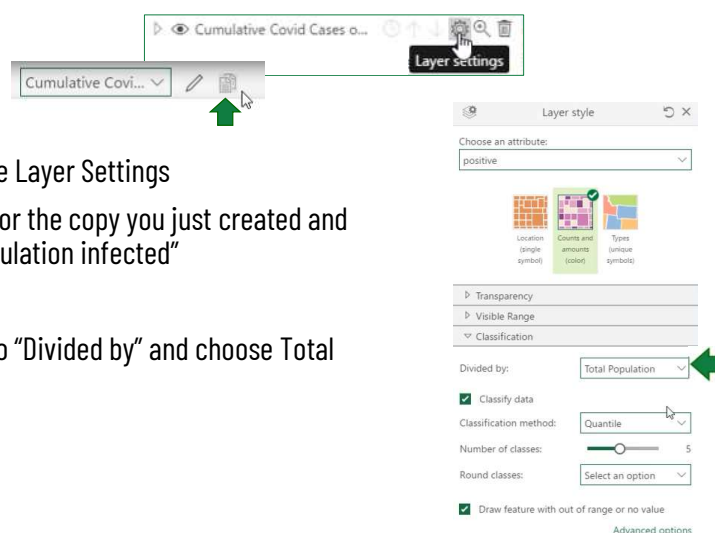
- 1 Save your Excel workbook
- 2 Change the Basemap to Charted Territory
- 3 Change the name of the layer to "Covid Cases on March 7, 2021"
- 4 Click on "Enrich Data"
- 5 Click on Population
- 6 Choose ☒ 2021 Total Population (Esri)
- 7 Click Next
- 8 On the right-hand side use the drop-down and choose <Create new Column>
- 9 Click Add data to worksheet. Minimize your map so you can see the new column in the spreadsheet



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## 19. Maps for Excel: Symbolize

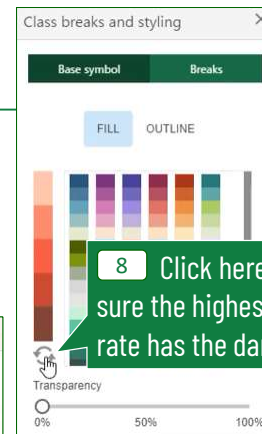
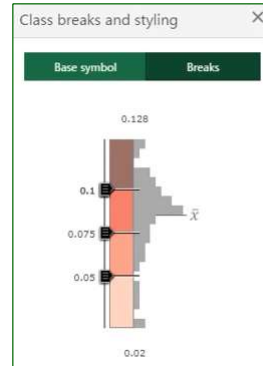
- 1 Go to the Layer Settings
- 2 Click on Copy Layer
- 3 Click OK, and then close the Layer Settings
- 4 Open the layer properties for the copy you just created and rename to "Fraction of population infected"
- 5 Click on Layer Style
- 6 Click the drop-down next to "Divided by" and choose Total Population



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## 19. Maps for Excel: Symbolize

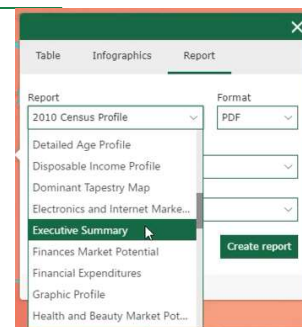
- 7 Click on "Advanced options" in the Layer Style dialog box and pick a different color ramp
- 9 Set the Transparency to 25%
- 10 Click on "Breaks" and replace the values with "rounder" numbers



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## 20. Maps for Excel: Reports and Infographics



- 1 Click on a State on your map to open the Pop-Up. Note the options to view Infographics and Reports. Click on Reports
- 2 Scroll down to Executive Summary and Click on "Create Report"
- 3 Since you want to get the data for one state set the radius to 0.1 mile or smaller. Click on "Create Report"

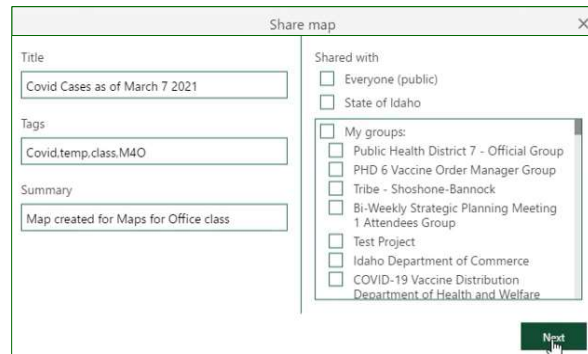


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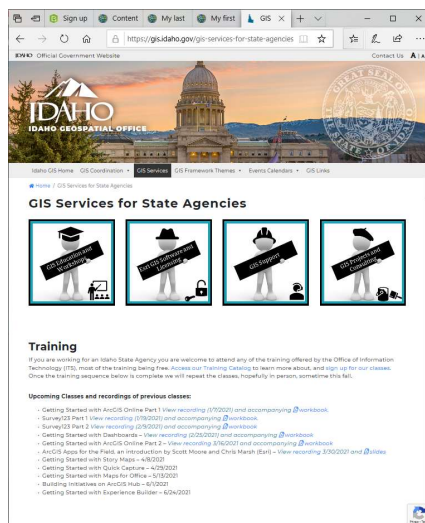


## 21. Maps for Excel: Share your Map

- 1 Click on 
- 2 Add a title, tags and summary – click Next
- 3 Note that the “Share Map” button changed to  So, if you make changes to your spreadsheet, it will update the map. Click “Update Map” will update the map inside your ArcGIS Online account as well.
- 4 Save Excel



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<https://gis.idaho.gov/gis-services-for-state-agencies>

## What's Next?

### Future Online Classes

None! This was the last one in the ArcGIS Online Series

In-Person Classes (**Tentative**) coming fall  
in room 214 at ITS from 1-5 PM – Dates to be determined

- 1: Getting Started with AGOL part 1 and 2
- 2: Survey123 Part 1 and 2
- 3: Hub and Experience Builder
- 4: Dashboards and Story Maps

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